

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Change Order Request to Purchase Order No. 9000071 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$10,700.00

☐ Work Session (Report Only) **DATE OF MEETING:** 8/9/11
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

BUDGET IMPACT: \$10,700.00
☐ Annual **FUNDING SOURCE:** Transit
☐ Capital **EXPENDITURE ACCOUNT:** 116-490-549-3400
☐ N/A

HISTORY/FACTS/ISSUES:

Purchase Order #9000071(Leopard Transport) increase request by \$10,700.00 due to the cost of contracted service is higher than anticipated due to additional trips by contracted vendor.

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number 9000071
 Vendor Leopard Transport
 PO Amount \$40,000.00
 Net Change Amount (-/+) + \$10,700.00

PLEASE CHANGE THE FOLLOWING ITEMS						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code
			\$40,000.00	\$50,700.00		

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount

Cancel Entire Purchase Order ☐

Original Requestor's Signature _____

Cancel Item Numbers _____

Reason/Justification/Special Instructions:

Cost of contracted service higher than anticipated due to additional trips by contracted vendor.

Signature/Approvals

David Lorenzo

Department Head

7-26-11

Date

[Signature]

Division Director

Date

[Signature]

Financial Services Dept.

Date

[Signature]

County Administrator

Date